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GENERAL COUNSEL

13 November 1947

THROUGH: EXECUTIVE FOR A & M

CHIEF, SERVICES BRANCH

Property Records for OSO Operations

1. The attached proposed memorandum to be issued by OSO relative to the maintenance of property records for OSO operations, exclusive of housekeeping equipment in the Washington area, is concurred in.
2. It is understood by this arrangement that the Property Control Division will not be responsible for supplies and equipment for which the Communications Division is accountable, i.e. for stocks on hand, but will include housekeeping items of that division. It is also assumed that specific items of communications equipment used in connection with cryptographic systems of OSO are specifically excluded. Therefore, the Property Control Division will not maintain records of such OSO property, nor will they be responsible for audits of such records.
3. It is further understood that such financial reports as are required by the Budget and Finance Branch, A & M, will be made directly to that branch by OSO.
4. Supplies and equipment issued by activities of the Services Branch to OSO cargo shipments will be dropped from the property records upon issue. It is understood that such items will be picked up and accounted for by OSO on separate records.
5. At the request of the Executive for Administration and Management, this memorandum is being forwarded through him for review and comment.

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Chief, Services Branch

Attachment

cc: MIM Chrono
Property Folder
OSO Folder ✓
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